

U.S. DEPARTMENT OF COMMERCE

Bureau of the Census
Seattle Regional Census Center
Bothell, WA 98011

RECRUITING BULLETIN:

Local Census Office Manager- San Francisco

HOW TO APPLY

STEP ONE- Testing:

- ❖ Contact Recruiting at [1-415-409-5930](tel:1-415-409-5930) to schedule an appointment to take the Census Supervisor Test (D-270). If you have already taken and passed the Supervisor Test (within the last two years), you do not need to take the test again.
- ❖ Applicants **MUST** bring the following documentation to the testing session:
 - **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A list of acceptable identification has been provided below.
 - List of **three** references (personal or professional)- name, phone number and address.
 - DD-214, Certificate of Release or Discharge from Active Duty (*if applicable*).
 - SF-15, Application for 10-Point Veteran Preference (*if applicable*) and supporting documentation.
- ❖ Applicants will complete the following forms at the testing session:
 - BC-170D, Census Employment Inquiry
 - I-9, Employment Eligibility Verification
 - D-237, Certificate of VSIP or “Buyout” (*if applicable*)
 - D-270, Census Supervisor Test

STEP TWO- Application:

❖ Submit required application materials by mail:

- **OF-612, Optional Application for Federal Employment** (PDF version is available on our Regional website, or at OPM.gov), or a **Resume** (any format). An Application for Federal Employment, SF-171 (obsolete), may also be used. The following must be included on the OF-612 or Resume:
 - Recruiting Bulletin number (**AF-09-2010-AMR-02SFR**) & title of position.
 - Your full name (first, middle & last), mailing address (including zip), day and evening phone numbers (with area code), and e-mail address.
 - List of your work duties and accomplishments relating to the job for which you are applying; paid and non-paid related work experience. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
 - Country of citizenship (this Federal position requires U.S. citizenship).
- **Evaluation Criteria Statement-** A guide to help you complete the Evaluation Criteria Statement has been provided below.
- **OF-306, Declaration for Federal Employment** (PDF version is available on our Regional website, or at OPM.gov).
- **List of three Professional References-** List only individuals we may contact.

- ❖ Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (1-415-409-5930).
- ❖ Failure to provide the required application materials and information by the closing date will result in loss of consideration.

❖ Application materials must be submitted, by mail, to the address below:

U.S. Census Bureau
Attn: Lori Ann Brockmeyer
19820 North Creek Parkway
Suite 100
Bothell, WA 98011

APPLICATION DEADLINE:

The testing process must be completed by the closing date to receive consideration. The four required application materials listed above must be submitted by mail (no faxes)- do not turn in your application at the testing session, or directly to the Local Census Office. Applications must be received, at the address above, by the closing date (COB).

APPLICATION CHECKLIST

- ❖ Contact Recruiting to schedule a testing appointment- [1-415-409-5930](tel:1-415-409-5930).
- ❖ Bring **two** forms of *current* acceptable ID, list of **three** references, DD-214 and SF-15 (if applicable) to the testing session.
- ❖ Complete the test and required documents, at the testing session.
- ❖ Submit an OF-612 and/or Resume, OF-306 *and* the Evaluation Criteria Statement by mail.
- ❖ Complete the Testing and Application process by the Closing Date.

EVALUATION CRITERIA STATEMENT-TIPS

- ❖ You **must** complete the Evaluation Criteria Statement.
- ❖ In "Column A", circle the answer which best fits your experience; circle an answer for **all three** questions.
- ❖ In "Column B":
 - Write the specific name of the position (as listed on your OF-612/Resume), for all three questions, which supports your answer; *or*
 - If your supporting experience is *not* listed on your OF-612/Resume, write the employer's name & address, title of position, dates of employment, and a **detailed** description of the experience which supports your answer.
- ❖ Your answer to all three questions **must** be supported by: your OF-612/Resume, **OR** by a complete description in Column B. Failure to support your answers with a detailed description of your experience, may result in a lower rating, or loss of consideration.
- ❖ When describing your experience on the OF-612/Resume, or in Column B- include the actual (or estimated) number of employees you supervised. Also include the level of management you worked at (i.e. General Manager, First-Line Supervisor...), the number of management levels, and a detailed answer for each part of the question.

Each position has a different Evaluation Criteria Statement

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included all of the following: a) managing at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included all of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g. I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included some of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.</p> <p>c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead or have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for some of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR</p> <p>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.</p> <p><i>Response must support answer circled in Column A.</i></p> <p>XYZ Company 1234 Lane Ave, Seattle, WA 98101 Recruiter, 5/2000-10/2005</p> <p>As a Recruiter, I managed a staff of 12 employees; I was the first-line supervisor. As a Recruiter, I worked with the HR Dept. to determine the hiring need. I then created a strategy to recruit the required number of qualified applicants. I executed my strategy by...</p>

Circle the appropriate answer in Column A

Support your answer by completing Column B. Your answer must be supported by information provided in Column B, or on your OF-612/Resume.

EXAMPLES OF ACCEPTABLE IDENTIFICATION

The following is an *example* list of acceptable identification documents. These documents will be used to: 1) establish your identity, and 2) your employment eligibility. You are required to provide **two** documents, **one document from list A and one document from list B.**

Provide **one** picture identification: Must be a Federal or State issued ID with your picture on it. Must be a valid ID- *not* expired. Some examples include, but are not limited to:

A

- U.S. Passport
- Driver's License or State ID card
- U.S. Military card or Military dependent's ID card
- Photo ID issued by federal, state, or local government agencies or entities

Second identification- Some examples include, but are not limited to:

B

- U.S. Social Security card
- Original, or certified copy of a birth certificate issued by a state, county, municipal, authority or outlying possession of the United States bearing an official seal.
- Native American tribal document
- U.S. Citizen ID card (Form I-197)

ADDITIONAL INFORMATION

- ❖ This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- ❖ Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- ❖ Payment of relocation expenses IS NOT authorized.
- ❖ You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- ❖ Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- ❖ If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- ❖ Applicants must be 18 years of age or older to be hired.
- ❖ Veteran's Preference –Applicants who do not provide the supporting documentation for the 10-point preference, but do provide the documentation for the 5-point preference, will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- ❖ Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR

U.S. DEPARTMENT OF COMMERCE

Bureau of the Census

Recruiting Bulletin

ISSUE DATE: April 1, 2009
CLOSING DATE: April 17, 2009

Recruiting Bulletin No. AF-09-2010-LCOM-01SFR
Seattle Regional Census Center
Bothell, WA

POSITION TITLE: **Local Census Office Manager (LCOM)**
PAY RATE: **\$34.00 per hour**
NUMBER OF VACANCIES: **Few**
EXCEPTED SERVICE APPOINTMENT: **Schedule A Appointment, not-to-exceed one year, with the possibility of extension.**
WORK SCHEDULE: **This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.**
DUTY LOCATION: **San Francisco (East), CA**
AREA OF CONSIDERATION: **External- All qualified U.S. Citizens currently residing in San Francisco County, CA.**

DUTIES: The position manages staff and resources to carryout office and/or field procedures; to direct and control all operational functions, resources, personnel; and implements a team-based environment to lead a temporary staff of office and field employees through multiple levels on accomplishing production goals and quality standards of enumerating all of the residences in the 2010 Census area of operation. The position must build strong local support for the Census by establishing effective relationships with local community-based and volunteer organizations and/or governments, and marketing the Census message to local media outlets (may include interviewing with these outlets.) The position will also include developing and making presentations; adapting the presentation to the specific audience; and speaking extemporaneously to a variety of audiences. This position will analyze office production operations and seek to eliminate bottlenecks and impediments to efficiency. Incumbent must analyze analytical and anecdotal information to develop systems for an efficient office operation supporting field activities.

QUALIFICATIONS: To qualify for this position, you MUST

- Pass the written Census Supervisor Test (D-270); and
- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as "c" in the attachment. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria Statements, select the letter that best describes your experience. You must have experience in **all** aspects (each part of the question) of the work described, in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

**EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER**

COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.
<p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards. (Circle the appropriate letter.)</p> <ol style="list-style-type: none"> a. As my primary responsibility, I have experience with <u>both</u> of the following: managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); managing employees who worked in multiple geographic locations; <u>and</u>, ensuring that work product is conducted in accordance with government or corporate policy and regulations. b. As my primary responsibility in a former position, I have experience with <u>both</u> of the following: a) managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <u>and</u>, ensuring that work product is conducted in accordance with government or corporate policy and regulations. c. I have experience with <u>both</u> of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <u>and</u> ensuring that work product is conducted in accordance with government or corporate policy and regulations. d. My experience is less than what is described above. 	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>

**EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER**

COLUMN A	COLUMN B
<p>2. Please select the answer that best describes your experience effectively communicating organizational goals.</p> <p>a. I have experience representing my organization by preparing and giving speeches and presentations to the media, businesses, community, governmental, nongovernmental, and professional organizations to gain support, partnership, and/or participation in organizational programs. Specifically, I have established relationships with diverse cultural, community, religious, or other nongovernmental organizations to gain support or participation in organizational programs. This experience resulted in tangible results/benefits for my organization.</p> <p>b. I have experience representing my organization by preparing and giving speeches and presentations to organizations outside of my place of employment to gain support or participation in organizational programs. However, my experience has not included developing working relationships with diverse cultural, community, religious, or other nongovernmental organizations. My experience included preparing and giving speeches and/or presentations to outside organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited to preparing and giving speeches and presentations to internal customers within my organization, including senior management. This experience resulted in tangible results/benefits for my organization.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>
<p>3. Please select the answer that best describes your experience with the administrative functions of an office.</p> <p>a. I have managed the administrative functions of an office of at least 50 employees. I have done all of the following: recruitment, selection, hiring, training, and disciplining subordinate staff.</p> <p>b. I have managed most of the administrative functions for an office of at least 30 employees. This included management experience in three or more of the following: recruitment, selection, hiring, training, and/or disciplining subordinate staff.</p> <p>c. I have managed some administrative functions of an office of at least 10 employees, however I was only responsible for at least two of the following: recruitment, selection, hiring, training, and/or disciplining subordinate staff.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>